



LRC-Belvoir

SOP 710-4

Inventory Management

Installation Supply Support Activity (ISSA) Property Accountability External Standard Operating Procedures

**Logistics Readiness Center
Fort Belvoir, VA
30 April 2024**

SUMMARY of CHANGE

LRC-Belvoir SOP 710-4

Supply and Services Division External Standing Operating Procedures

Specifically, this revision dated 30 April 2024:

- This SOP replaces all existing SOPs.

**Logistics Readiness Center-Belvoir
Supply and Services Division
Installation Supply Support Activity (ISSA)
External Standard Operating Procedure (SOP)**

By Order of the Director

**CARLOS D. MORRISON
DIRECTOR
Logistics Readiness Center
Fort Belvoir**

History

This is a revision to the Installation Supply Support Activity (ISSA) SOP, dated 5 May 2023.

Summary

This SOP outlines the policies and procedures for implementing the external ISSA operations and reporting requirements within the Logistics Readiness Center-Belvoir (LRC-Belvoir), Fort Belvoir, VA.

Applicability

This SOP applies to all supported customers from LRC-Belvoir, Fort Belvoir, VA.

Suggested Improvements

The proponent for this SOP is the LRC-Belvoir Supply and Services Division. Users are invited to send comments and suggested improvements on DA form 2028 (Recommended Changes to Publications and Blank Forms) ASCE-LBE.

Distribution

This publication is available in electronic media only. It may be obtained upon request. It is the user's responsibility to ensure they are working with the most current version.

Table of Contents

- Chapter 1 General information 6
 - 1-1. Purpose 6
 - 1-2. Scope of operation 6
 - 1-3. Supply discipline and economy (AR 710-4) 6
 - 1-4. Supported unit responsibilities 6
 - 1-5. Location of operation 6
 - 1-6. Supported units assistance 6
 - 1-7. Liaison visits 7
 - 1-8. Supported units access limitations 7
 - 1-9. Systems used 7
 - 1-10. Establishing support from the ISSA 7
- Chapter 2 Requesting and receiving supplies 7
 - 2-1. General 7
 - 2-2. Authorization documents 7
 - 2-3. Notice of delegation of authority – receipt for supplies: (DA form 1687) 7
 - 2-4. Unit request submission and receipt timeline 8
 - 2-5. High priority request procedures 8
 - 2-6. Unit request common errors 9
- Chapter 3 Customer support 9
 - 3-1. General 9
 - 3-2. Property transfer 9
 - 3-3. Move requests 10
- Chapter 4 Recoverable items 10
 - 4-1. Identification/definition of a recoverable item 10
 - 4-2. Requisitioning recoverable items 10
- Chapter 5 Receiving parts 10
 - 5-1. Supported unit responsibilities 10
 - 5-2. Dedicated orders 11
 - 5-3. ISSA responsibilities 11
- Chapter 6 Turn-in of supplies and equipment 12
 - 6-1. Turn-In Procedures 12
 - 6-2. Turn-in requirements 12
 - 6-3. Unserviceable weapon and controlled cryptographic items (CCI) turn-in requirements 14
- Chapter 7 Discrepancy reports 14
 - 7-1. Supply discrepancy report (SDR) 14
 - 7-2. Quality deficiency report (QDR) 14
 - 7-3. GCSS-Army process flow 15
- Appendix A 17
- References 17
- Appendix B 18
 - Acquisition advice codes 18
- Appendix C 20
 - Advice codes for customer requests 20
- Appendix D 21
 - Document identifier codes (DIC) (AR 725-50) 21
- Appendix E 24
 - Unit of issue codes 24

Appendix F	25
Supply Class	25
Appendix G	26
Status/reject codes	26
Appendix H	29
Reparable codes	29
Appendix I	31
Condition codes	31
Appendix J	33
Recoverability codes	33
Appendix K	34
Maintenance repair codes	34
Appendix L	35
Control degree codes	35
Appendix M	35
Sample assumption of command	35
Appendix N	37
Sample of DA Form 2765-1 "EXCEPTIONS ONLY"	37
Appendix O	38
DA Form 1687	38
Appendix P	40
Sample of turn in tags	40
Appendix Q	41
Sample of missing parts statement	41
Appendix R	42
Sample of damage parts statement	42
Appendix S	43
Sample of drainage statement	43
Appendix T	44
Perpetual Julian date calendar	44
Appendix U	45
Leap year Julian date calendar	45
Appendix V	46
Pentagon and Army customers in Army leased space within the National Capital Region	46
Appendix W	47
Sample of Pentagon and (NCR) Item Movement Form	47
Instructions on filling out LRC-Belvoir Property Chain of Custody Form	48

Chapter 1 General information

1-1. Purpose

This SOP provides uniform procedures for requesting, receiving, issue and turn-in of supplies and equipment. All additions and deletions of this SOP will be distributed to supported units as they occur.

1-2. Scope of operation

The Logistic Readiness Center- Belvoir (LRC-Belvoir) ISSA is responsible for providing Class II, III, IV and IX common supply support to the national capital region (NCR).

1-3. Supply discipline and economy (AR 710-4)

a. Supply discipline and supply economy are essential to maintaining an effective supply system.

b. The conservation of materiel must be established through supported unit supply management. Personnel should be practicing supply economy by setting an example and training their own users to economize.

c. Supply discipline will only be effective if the supported unit develop supply expertise and ensures all supplies and equipment are properly authorized.

d. The ordering and maintaining of excess materiel by the supported unit is not authorized. Also, the abuse of the issue priority designator by the supported unit may result in supply constraints and have detrimental effects on readiness.

1-4. Supported unit responsibilities

a. Customer units authorized support from the ISSA must have a Department of Defense Activity Address Code (DoDAAC) processed through the Army Enterprise System Integration Program (AESIP). Customers should refer DoDAAC questions or requests for assistance to their DoDAAC coordinator.

b. Upon appointment, commanders will send their assumption of command orders or appointing memorandum to the ISSA along with four copies of current version DA form 1687. This authorizes the commander to delegate representatives to request/receive/turn-in supplies and equipment. Signature cards will be updated yearly or upon a change of command.

c. Customers must provide an adequate government vehicle to pick up and safely transport item(s). Each customer is responsible for properly securing their load on the transporting vehicle.

d. Pentagon and Army customers in Army leased facilities within the NCR see appendix V of this SOP for further detailed guidance for requesting and receiving supplies and equipment and office moves.

1-5. Location of operation

a. The ISSA is located at 9925 Tracy Loop, building 767, Fort Belvoir, VA, 22060.

b. Operational Hours:

Monday: 0730-1500

Tuesday: 0730-1500

Wednesday: 0730-1500

Thursday: 0730-1500

Friday: 0730-1500

Please call 703-805-4540 or email box: usarmy.belvoir.406-afsb-lrc.mbx.belvoir-issa@army.mil

1-6. Supported units assistance

a. Supported units with specific problems or questions not covered by this SOP should contact the ISSA accountable officer.

b. The stock control section will provide supported units with information regarding status, verify parts on-hand and research.

1-7. Liaison visits

Liaison visits are important to assist in supply-related problems. Liaison visits may be made periodically by the ISSA accountable officer and the branch supervisor. Supported units are encouraged to visit the ISSA frequently.

1-8. Supported units access limitations

a. Customers will only be permitted to pick-up and transport supplies and equipment in military or government vehicles. Customers without access to military or government vehicles may use a non-government vehicle with a memorandum signed by the commander approving the use of a non-government vehicle. The memorandum will include the customer's name, organization, the vehicle type, and license plate number of the vehicle. Provide stock control a copy for records.

b. All supported units will report to the issue section before conducting any business within the ISSA. Supported unit must remove and sign for all parts (inside and bulk) prior to conducting any transactions with the stock control section of the ISSA. Supported units who fail to pick up parts daily will be reported to the ISSA accountable officer.

c. The ISSA is a secure area. At no time will unescorted customers be allowed in the warehouse area or bulk issue area. Customers must sign-in and report to the issue section prior to entering the ISSA area.

1-9. Systems used

The ISSA operates using the Global Combat Support System-Army: (GCSS-Army) system:

a. Accountable officer and supply system technician functions:

- (1) Define and manage ISSA operations.
- (2) Receive, store, and issue supplies.
- (3) Accounting for assets on a line-item basis

b. The GCSS-Army system provides the ISSA accountable officer the ability to manage all supplies using diligent managerial tools to improve the level of customer support in the NCR.

1-10. Establishing support from the ISSA

a. Units using GCSS-Army establishing an account with the ISSA have an active DoDAAC loaded in GCSS-Army.

b. Units must use GCSS-Army for requesting and turning in of supplies and equipment. Customers not aligned to the LRC-Belvoir force element (FE) structure or GCSS-Army will not be supported unless there is an approved memorandum of agreement (MOA) between the organization and Army Sustainment Command (ASC). LRC-Belvoir will not support manual turn ins.

Chapter 2 Requesting and receiving supplies

2-1. General

This section provides procedures for requesting and receiving supplies and equipment.

2-2. Authorization documents

It is the supported unit's responsibility to provide the ISSA with an updated DA form 1687 Notice of Delegation of Authority, a copy of assumption of command orders, and accountable property book officer appointment orders.

2-3. Notice of delegation of authority – receipt for supplies: (DA form 1687)

a. Unit commanders may designate personnel as authorized representatives to request and/or receive supplies. The unit commanders retain full responsibility for all supplies requested/ received by these representatives. Signature cards must be completed in accordance with DA pamphlet 710-2-2. All DA form 1687s require electronic signatures in all the signature blocks. The expiration date will not exceed the time the responsible officer is expected to remain in their current position or one year from the date of submission whichever comes

first. To give units full support, the ISSA needs a copy of assumption of command appointment orders or accountable property book officer appointment orders and four copies of current version DA form 1687, which will be distributed as such:

- (1) One for master records in stock control section
- (2) One for issue section
- (3) One for turn-in section
- (4) One for supported unit's record; signed and dated by the stock control clerk

b. Stock control/issue/turn-in sections will verify authority and identify each person requesting and receiving supplies. Valid identification consists of a U.S. government identification card with picture and signature. This verification will be made prior to ISSA acceptance of supplies being issued.

c. It is the supported unit's responsibility to ensure that DA forms 1687 are current. The ISSA will review all forms quarterly; units not keeping signature cards and appointment orders current will be reported to accountable officer and will be restricted from support until signature cards are updated and on file at the ISSA.

d. DA forms 1687 will not be accepted with errors or mistakes.

e. All DA forms 1687 will be reviewed quarterly by this activity. Units are required to keep their 1687s current using the following procedures: Prepare a DA form 1687 to add additional personnel as authorized representatives. Enter the following statement: "Added; previous editions remain in effect" in the remarks block. When the forms expire prepare new forms.

f. When a person listed on the signature card becomes ineligible to conduct business with this ISSA, his/her name will be deleted from the signature card by the unit submitting the DA form 1687 listing the names of the person(s) to be deleted. Personnel to be deleted do not sign or initial the card. Enter the following statement. "DELETED" other personnel listed remain in effect in the REMARKS BLOCK.

g. An example of the Notice of Delegation of Authority – Receipt for Supplies DA form 1687 dated May 2009 is in appendix O. All signature cards must be updated to reflect this form. This is only an example. The information needs to be changed to reflect your unit's information.

2-4. Unit request submission and receipt timeline

a. All authorized automated supported units will submit requisitions through GCSS-Army.

b. Automated requests. Once a unit request passes ZPARK and or the workflow to the ISSA, the request will be processed through the system.

c. Items requisitioned and stocked by the ISSA will be made available within two working days if in stock, otherwise requests will be forwarded to the next source of supply.

2-5. High priority request procedures

a. Walk-through requests are processed through the GCSS-Army system. These walk-through requests include items due to zero balance or non-stocked items

b. Walk-through requests are limited to 02 priority for pacing item deadline.

c. Manual walk-through request (DA form 2765-1)

d. Manual requests will only be accepted during system down time due to connectivity issues or other unexpected system problems. Pacing items needing a part are the ONLY exception for conducting a manual 2765-1. The manual 2765-1 must contain the signature of the commander or designated representative. **Manual walk-through requests will only be accepted as "fill" or "kill".**

e. Customer walk-through requests from external customer units must be signed by all required representatives and brought to the stock control clerk who will check for part availability.

f. Once availability of the stock has been verified, the stock control clerk will post the walk-through request through the GCSS-Army system, a material release order (MRO) will be printed, which must be signed by the customer. (If system is down, the DA form 2765-1 will be signed in the event the MRO is unavailable for printing).

2-6. Unit request common errors

- a. Supply categories of material code (SCMC). Ensure you verify the SCMC. DoDAACs can only order the supply class they are authorized to order. Any other class of supply ordered will automatically be rejected with a CA status because the DoDAACs are restricted to certain classes of supply.
- b. Advice codes can assist you if used properly.
- c. Check the federal logistics data (FEDLOG) for every request. Certain acquisition advice codes will limit your ability to receive parts.

Chapter 3 Customer support

3-1. General

- a. The stock control section is responsible for stamping all GCSS-Army material release orders (MRO).
- b. Stock control will check supported units' DA-form 1687 to ensure personnel requesting support is authorized. Unit clerks requesting support that are not on DA-form 1687 signature card will be referred to the ISSA accountable officer.
- c. All orders for the LRC-Belvoir must be submitted using GCSS-Army. LRC-Belvoir is not responsible for checking the on-hand balances of other warehouses. Walk-throughs to these warehouses must be fill or kill and long-standing orders will not be placed at these warehouses.
- d. When picking up parts, supported units will sign out parts requested and received. The issue section will file a copy of all issue lists or signed MROs by DoDAAC for no more than 30 days. Issues 30 days or older will not be researched for issue discrepancies.
- e. The only exception to this policy will be prior notification to the ISSA accountable officer if the unit is deployed for training or real-world activity. Other individual situations will be reviewed for approval by the accountable officer.
- f. Parts in the supported unit bin should be marked with a transfer order (TO) or, if dedicated, should have an MRO. If no documentation is present, report it to the issue section for resolution.
- g. All status requests will be fulfilled within GCSS-Army.
- h. Support for customers involved in FTX/deployed conditions will be accommodated immediately. The system operator will address all other inquiries if time permits.
- i. Reconciliations are not required under GCSS-Army as there are not multiple systems involved.
- j. Trash containers are placed near the supported unit issue area for trash. Customers need to bring their own bags/boxes to carry their parts back to their areas. The ISSA will not provide trash bags or boxes to customers for this purpose.
- k. Supported units will not be permitted directly in the stock control office under any circumstances unless permitted by ISSA personnel.
- l. Supported units are authorized to park in the designated areas and will enter the ISSA through the entrance in the issue section. Under no circumstances will support units enter through any other door.

3-2. Property transfer

- a. All turn-in requests will be submitted to the ISSA by the activity's PBO to ensure accountability is maintained. All furniture turn-in will be considered as moves and will be requested through Army Space Facility Management (ASFM) facility's division. A GCSS-Army 1348-1 document must be submitted along with your request for approval.
- b. PBO's utilizing GCSS-Army will process turn-in requests through the GCSS-Army system. Manual 1348-1 or 2765's are no longer allowed to be used as means for disposal or turn in of property. PBO's will ensure all equipment requiring serial number accountability has the serial number in the system to prevent the turn-in from being rejected. GCSS-Army PGI process must be performed at a minimum of 2 days and maximum of 4 days prior to pick up, this allows for document processing to continue within the exchange pricing time frame.
- c. PBOs will schedule the pick-up of the items from their respective locations through the

LRC-Belvoir ISSA. The PBO or designated representative will escort the ISSA transportation contractor personnel to the office where the equipment is located. The personnel transporting the equipment will not sign for accountability. Transport personnel will only remove items listed on PBO documents, provided the document numbers are listed on the DD form 419 move request for transportation and operations document. The only exception is an item for which accountability is not required may be removed with the accountability equipment (vehicle space permitting). No document will be signed to remove item.

d. There must be two copies of each document attached to the lead piece of equipment, along with the appropriate turn-in document. Necessary documents include the GCSS-Army DA form 1348-1, hard drive removal 2500 statement, or a Defense Logistics Agency (DLA) – material documented as safe (MDAS) certification, drain and purge statement to name a few.

e. After pick-up and transport of equipment to the ISSA, the PBO's must go to the ISSA within 2 business days for verification of paperwork and completeness of the turn-in.

f. The PBO and or the hand receipt manager will post good issues (PGI) all property that is picked up by the contractors 24-hour in advance of pick-up.

3-3. Move requests

a. Move requests for organizations aligned with the Office of the Administrative Assistant to the Secretary of the Army (OAA) will continue to be processed through the ASFM facilities division for approval and submitted to LRC-Belvoir for scheduling and execution.

b. The move request form is the document of record for all equipment moves. To access the form, use the following link: <https://armyeitaas.sharepoint-mil.us/sites/HQDA-OAA-MR/SitePages/Home.aspx?env=WebView>. The move request form will be signed and turned into LRC-Belvoir to close out the move. This will ensure the equipment is delivered without loss or displacement of any equipment. The organization moving must designate someone to sign for the move request form once the equipment has been delivered. The person designated will sign at the bottom of the form in the "special instructions to movers" block. Information will include the signature, printed name, and date (day, month, and year).

c. Moves will be scheduled based on priority of need identified by the ASFM facilities division approving official.

d. The LRC-Belvoir Chain of Custody form at Appendix W will be used for tracking items received from the customer for turn-in from the Pentagon and other locations.

Chapter 4 Recoverable items

4-1. Identification/definition of a recoverable item

The recoverability code (RC) is a one-character alphabetic code assigned to items to indicate the disposition action required for unserviceable items. These codes are found in the FEDLOG under the column or heading RC. Items that have a recoverability code of "A, D, F, H, L" on the FEDLOG are considered recoverable.

4-2. Requisitioning recoverable items

When requests are made for a recoverable item, it is recommended that a turn-in of the unserviceable item be made as soon as possible. When recoverable items are not available for turn-in due to loss, damage, initial issue, or a change to the unit's maintenance stock, the customer is responsible for turn-in of appropriate purge memorandum signed by unit's commander to the accountable officer to clear item(s) from the overage report. Request of exception to policy requesting delayed turn-ins will be in writing. All purge memorandums will be reviewed by the accountable officer and sent to brigade and ASC for final approval for removal from the system records.

Chapter 5 Receiving parts

5-1. Supported unit responsibilities

a. Issue section hours of operations:

<u>Day</u>	<u>Time</u>	<u>Unit</u>
Monday	0730-1500	ALL
Tuesday	0730-1500	ALL
Wednesday	0730-1500	ALL
Thursday	0730-1500	ALL
Friday	0730-1500	ALL

Note: 02 priority parts are available for issue until 1500 hours.

*Exceptions will be only approved by the ISSA accountable officer or branch chief.

b. Supported units are to report to the issue section and sign the supported unit log-in sheet prior to conducting any business with the ISSA. Customers must log into the GCSS-Army system with their CAC card and print out their customer issue list for their respective storage location (SLOC).

c. Anyone picking up parts in the ISSA with access to the GCSS-Army system must post goods receipt (PGR) for their respective storage location (SLOC). Valid DA form 1687 signature card will be verified for each supported unit representative. Customers who do not have access to the system or fail to provide a valid DA form 1687 will not be allowed to pick up parts.

d. Supported unit representatives will pick up 02 priority supplies from the ISSA within two working days of supplies becoming available in customer bin and five working days for 05/12 priority. Supported customer units who fail to pick up parts will be reported to accountable officer.

e. All parts in the customer bin will be signed for/PGR by the supported unit representative in the issue section prior to leaving the ISSA. Parts that have not been successfully PGR' d will NOT leave the ISSA. The only exception will be during blackout/ system downtime when we will revert to manual procedures.

f. During system downtime the ISSA will issue 02 priority parts; if the system is down for more than 48 hours the supported unit's representative must call the ISSA and schedule an appointment with the issue section to pick up parts.

g. Supported unit representative must PGR all parts as soon as the system comes back online. The ISSA issue section will verify that the customer issue list is cleared (all parts manually signed have been PGR); supported units will NOT be allowed to pick up any new supplies until issue list is cleared.

h. Parts will NOT leave the ISSA in privately owned vehicles (POV), only government/military vehicles are acceptable modes of transportations for items issued from the ISSA. Units should verify the parts received within the GCSS-Army system to ensure they bring the proper size vehicle to pick- up their parts (when in doubt call the ISSA).

i. Exceptions to utilize POVs will be considered on a case-by-case basis, due to unit's constraint, i.e., all vehicles are out on missions, NMC, etc. This must be coordinated prior to parts being picked up.

5-2. Dedicated orders

a. Dedicated orders will only be issued to or signed for by personnel authorized on a DA form 1687.

b. Supported units providing supplies/equipment to a third party, must first sign for their dedicated orders under their DoDAAC, then subsequently issue the item (s) to the respective representative.

c. Transactions between supported units and third party are irrelevant to ISSA operations.

d. Supported units will sign for all parts under their DoDAAC. No exceptions.

5-3. ISSA responsibilities

a. The ISSA will ensure that sufficient personnel and material handling equipment (MHE) are on hand to issue parts during normal hours.

b. The ISSA will ensure that unit commanders are promptly notified when units consecutively fail to pick up parts.

Chapter 6 Turn-in of supplies and equipment

6-1. Turn-In Procedures

a. The turn-in section will be available the following days and times:

<u>Day</u>	<u>Time</u>	<u>Unit</u>
Monday	0730-1400	ALL
Tuesday	0730-1400	ALL
Wednesday	0730-1400	ALL
Thursday	0730-1400	ALL

*Exceptions will only be approved by the ISSA accountable officer or branch chief.

b. Units are only allowed to turn-in forty (40) lines or less per turn-in appointment on their turn-in date. *Exceptions will only be approved by the ISSA accountable officer or branch chief.

c. Customers are responsible to transport all items to the ISSA.

d. Customers are responsible to remain at the ISSA until all turn-in items are properly received. All items will be inspected by the ISSA prior to the customer leaving. Anyone in violation will be reported to the accountable officer. Units will not leave until all items have been processed by the turn-in section.

e. This ISSA will not accept unserviceable RC code O or Z items. These items will be disposed of at the unit level.

f. The ISSA can and will turn back items accepted if they are found to have fluids or grease after further inspection. We cannot always fully inspect all items on the spot due to time, multiple customers, etc.

g. IAW AR 710-4 supply policy below the national level, materials will be properly classified and identified with NSN, manufacturer's part number, unit of issue and price as listed in the FEDLOG.

h. All items serviceable or unserviceable will be stamped by an authorized inspector within 30 days of turn-in appointment. Be aware that if an inspector does not inspect parts and they are turned in under the wrong condition code the ISSA accountable officer will determine if negligence is involved. If so, the negligence will be reported as required.

i. All condemned weapon parts that are turned-in will be stamped only by the small arms repair inspector.

j. All classes of supply being turned in will be physically verified and the document stamped, All CL VII and CL II nonexpendable must contain the PBO's stamp and signature before being accepted).K. IAW AR 710-4(14.3). Always turn in expendable and durable property to the SSA that normally issues the item. The SSA evaluates the property's condition, ARC, and RC and may approve direct turn-in to DLA-DS. Do not turn in supplies directly to the DLA-DS without SSA approval. For nonexpendable end items, the accountable property officer (APO) will request disposition through the DST and prepare documents from the APSR to comply with the disposition instructions. These items may be turned-in directly to DLA-DS with approved disposition instructions from DST or processed through the SSA per command policies. For excess and unserviceable nonexpendable components, the APO will generate documents from the APSR for organizations to complete turn-in actions.

6-2. Turn-in requirements

a. Serviceable:

(1) Item must be completely identifiable. A picture must be provided for items with no part number or NSN stamped on the part. FEDLOG for parts that have NSN or part number on part (page 2 of FEDLOG should match if part number is visible).

(2) Item must be clean and free of dirt and grease.

(3) Item must be drained of all fluids. Drainage statement must be provided if necessary.

- (4) Item must be properly taped and capped to protect openings and threaded fittings.
 - (5) Item must be complete with no missing parts.
 - (6) Banded, bolted, boxed, wrapped (protective), palletized to facilitate handling and protection as appropriate. Engines and large assemblies will be in and on containers or stands and banded if necessary.
 - (7) Circuit cards will be bubble-wrapped in padded boxes and placed in a separate box or container from all other parts.
 - (8) Automated material receipt turn-in document completed as appropriate.
 - (9) Yellow serviceable tag (DD form 1574) must be completed with nomenclature, NSN, Qty, and unit for items not depot level packed. The form must be stamped by a qualified inspector.
- b. Unserviceable:
- (1) Item must be completely identifiable. A picture must be provided for items with no part number or NSN stamped on the part. FEDLOG for parts that have NSN or part number on part (page 2 FEDLOG should match if part number is visible).
 - (2) Item must be clean and free of dirt and grease.
 - (3) Drained of all fluids. Drainage statement is mandatory and needs to be stamped by an inspector (provide 2 copies).
 - (4) Properly taped and capped to protect openings and threaded fittings.
 - (5) When missing parts, a missing parts statement must be attached and signed by the company commander and stamped by an inspector (provide 2 copies).
 - (6) Banded, bolted, boxed, wrapped (protective), palletized to facilitate handling and protection as appropriate. Engines and large assemblies will be in/on containers or stands and banded if necessary.
 - (7) Damaged items from other than fair, wear and tear must be accompanied by a signed damaged statement from the company commander as to the circumstances and actions being taken IAW AR 735-5 and stamped by an inspector (provide two copies).
 - (8) Green unserviceable tag (DD form 1577-2) must be completed with nomenclature, NSN, Qty, and unit and stamped by a qualified inspector.
 - (9) Two copies of DA form 2404 completed as appropriate.
- c. Large turn-in items must be properly palletized:
- (1) Turn-in of tires will be cleaned, dry and neatly stacked no more than 5 high on a pallet covered in shrink wrapped.
 - (2) All canvas and canvas-like turn-in equipment must also have attached a picture of part taken from maintenance technical manual to ensure that proper NSN is on part.
 - (3) Tank track shoes must be turned in the same way issued. Tank track shoes must be banded on a pallet in sections of eight.
- d. Signature cards: All personnel conducting turn-ins must be on a notice of delegation of authority – receipt for supplies (DA form 1687). The DA form 1687 must be accompanied with the unit commander's assumption of command orders.
- e. When customers turn-in parts, they must ensure all tags are properly stamped or signed by an authorized technical inspector. It is required that a memorandum be submitted to the ISSA containing all applicable personnel authorized to stamp the turn-in tags, to include their respective stamps or signatures.
- f. Supported units must contact the ISSA turn-in section the day prior to their turn-in date to make an appointment. This is to confirm that the unit will show up on their turn-in date with the number of parts projected to be turned-in. Therefore, the turn-in section is tracking the volume of turn-ins coming into the ISSA to ensure adequate personnel (manpower) and adequate space are available for incoming parts.
- g. Units turning in five lines or less on their non-turn in date (Monday to Thursday only) will be allowed to turn-in; however, priority will be given to the unit who is scheduled to turn-in on that day. Units are advised to call ISSA first to request walk up turn in prior to showing up.
- h. When conducting turn-ins all parts must be present with required documentation at the ISSA turn-in section for inspection. Parts missing required documentation will be rejected, units will take all rejected parts upon departing the ISSA turn-in section.
- i. The ISSA will ensure prompt and friendly unit support. If a supported unit has a problem

that cannot be corrected by any section, the section will contact the accountable officer.

j. All hazardous material or waste is not accepted by this ISSA for turn-in. All materiel or waste must be turned into the appropriate agencies.

6-3. Unserviceable weapon and controlled cryptographic items (CCI) turn-in requirements

a. The Unit Property Book Officer (PBO) will process the weapons or controlled cryptographic items (CCI) in GCSS-Army as batch code "H". The material release order (MRO) is generated, and a copy is sent to the LRC-Belvoir representative at the ISSA for review and approval to turn in the weapons or CCI.

b. Weapon (s) or CCI is transported by the unit to the ISSA, and instructions will be given to the customer as to where to place them for the inventory. Weapons must be clean and complete. The customer will come to LRC-Belvoir at their scheduled appointment time with DD form 1348-1s, disposition paperwork, and all maintenance forms (2404s, etc.), ensure the PBO has processed the DD form 1348-1 as post goods issue (PGI). LRC-Belvoir ISSA employee ensures batch code matches the DD form 1348-1s. Once documentation has been verified with no discrepancies, a turn-in is conducted with the customer to include joint inventory of serialized items.

c. The weapons inventory is conducted in the ARMAG which is located behind LRC-Belvoir building 767. Dependent on the number of sensitive items the inventory may be conducted in the secured ISSA storage located inside LRC-Belvoir building 767. The weapons are inventoried in a secure cage or ARMAG with the customer.

d. Once the small arms or CCI has been properly inventoried and serial numbers verified. The ISSA employee who conducted the turn-in will log into GCSS-Army and conduct the PGR to properly receive the sensitive items. The customers DD form 1348-1 is signed and stamped received. Small arms are then packaged and prepared for shipping by placing in a banded box, banded pallet, tri-wall, case, etc., with necessary documentation inside.

Chapter 7 Discrepancy reports

7-1. Supply discrepancy report (SDR)

a. Units should report all packaging discrepancies, shortages, and overages of items to the ISSA.

b. If a unit discovers a requested item was damaged in shipment:

(1) Prepare an SDR through the DLA website,

<https://www.transactionservices.dla.mil/daashome/websdr.asp>.

(2) Send a copy of the report to the ISSA.

(3) Upon response from the DLA return the item in its original container to the ISSA with the proper turn-in paperwork for processing.

(4) If the original requested item is still needed, a new request with a new document number should be submitted.

c. If a unit finds that an item has been incorrectly identified (i.e., a container is marked with the requested stock number, but does not contain the requested item):

(1) Prepare a SDR for proper disposition (turn-in) and depot research

(2). Upon response to the SDR, return the item to the ISSA with instructions from SDR response.

(3) If the item is still needed, a new request with a new document number should be submitted.

7-2. Quality deficiency report (QDR)

a. Units should report all quality deficiencies to the ISSA.

b. If a unit discovers a requested item was damaged after opening the item, prepare a QDR by using the following publications:

(1) AR 702-7, Product Quality Deficiency Report Program.

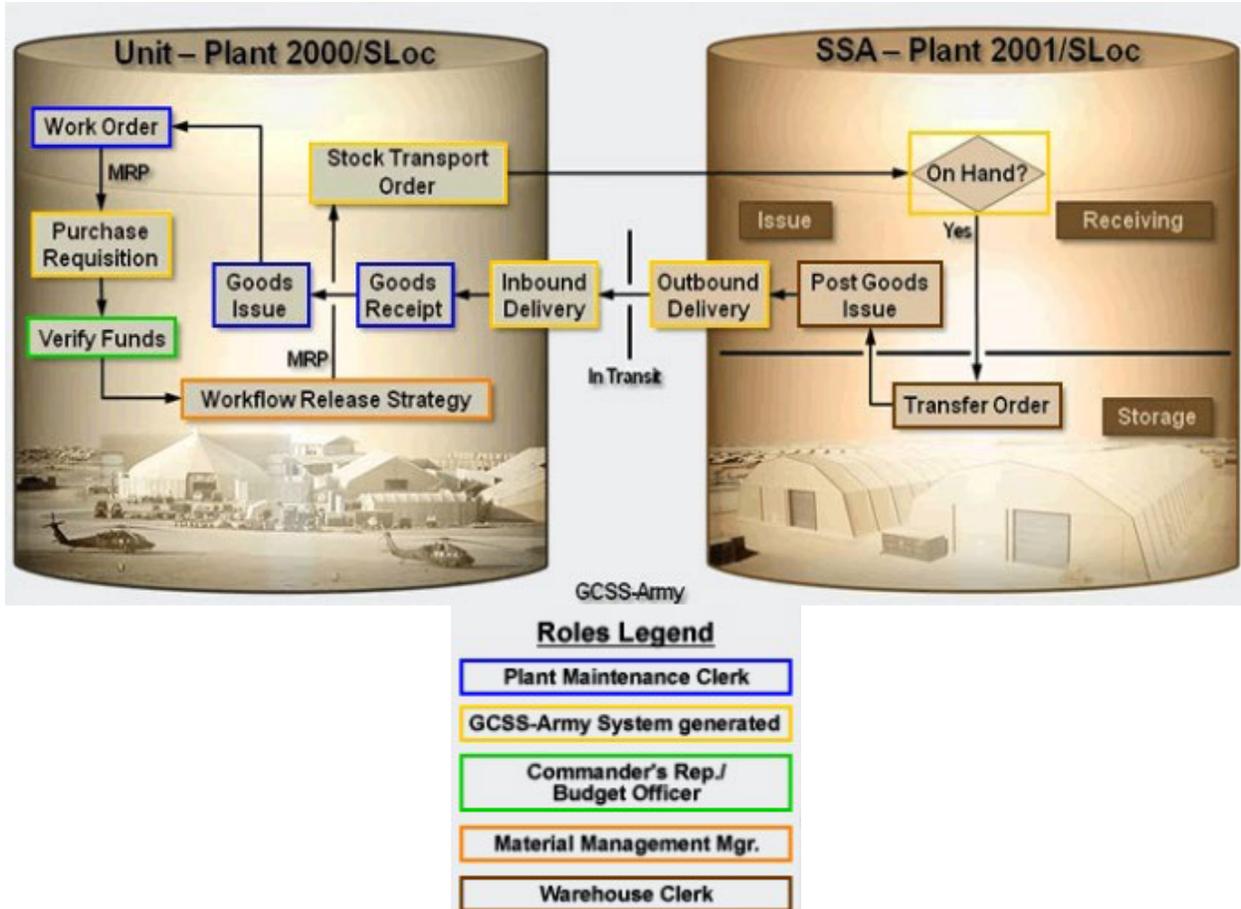
(2) AR 702-7-1 Reporting of Product Quality Deficiencies Within the U.S. Army.

(3) DA PAM 738-750, chapter 11, Functional User's Manual for The Army. Maintenance Management System Aviation (TAMMS).

(4) The following website can also be used for more information:
<https://www.dla.mil/Defense-Data-Standards/Committees/SDR/>.

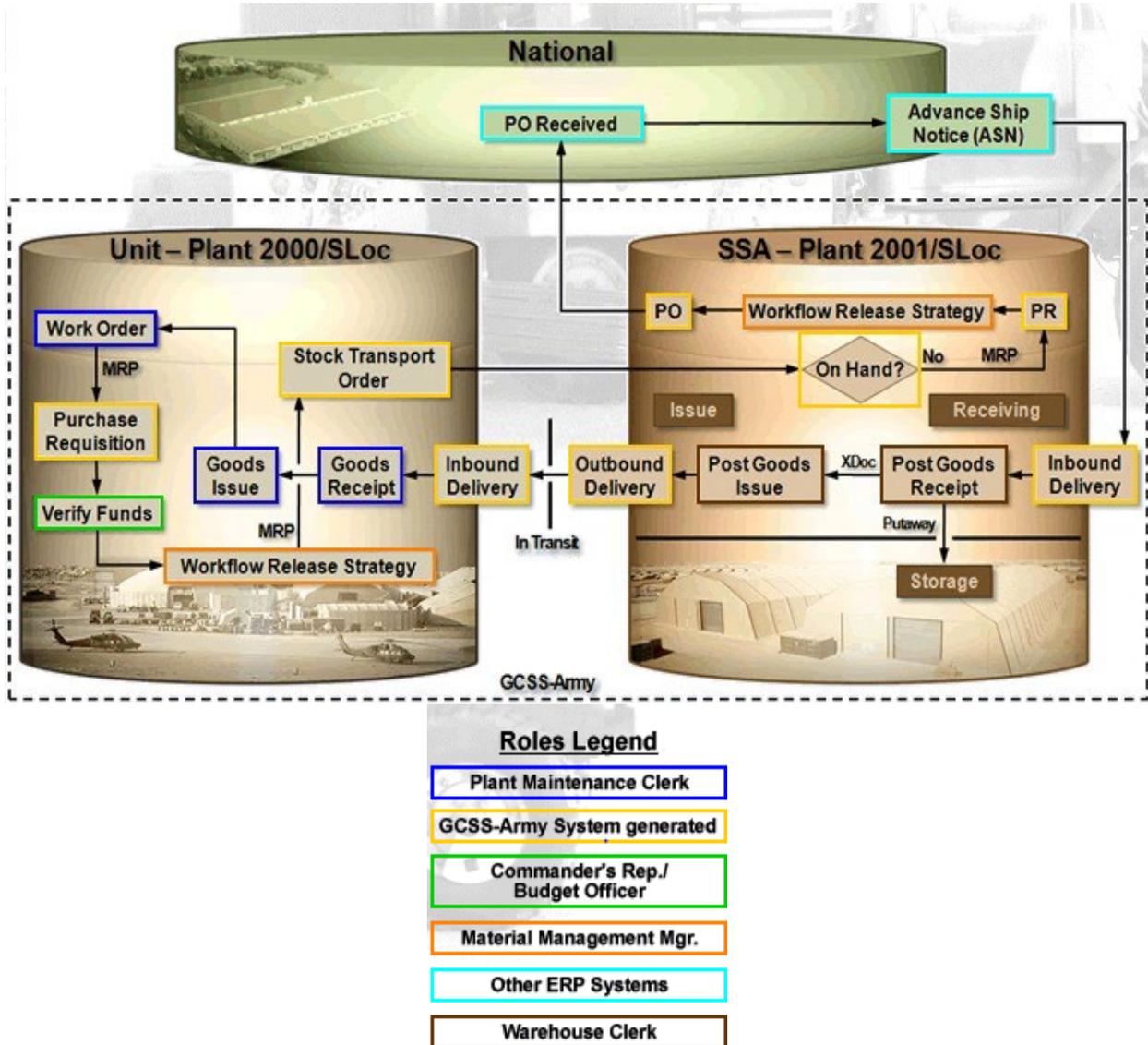
7-3. GCSS-Army process flow

Part on hand at the ISSA.



This graphic represents, at a basic level, the complete process of how a request for a part/material on a work order flow through GCSS-Army until the item is issued. In this scenario the part/material is not on hand at the unit and is on hand at the ISSA.

Part not on hand at the ISSA.



This graphic represents, at a basic level, how a request for a part/material on a work order flow through GCSS-Army when requested item is not available at the unit or the ISSA and must be ordered from the national level.

Appendix A

References

AR 710-4

Property Accountability

AR 725-50

Requisition, Receipt, and Issue System

AR 735-5

Relief of Responsibility and Accountability

DA PAM 710-2-2

Supply Support Activity Supply System: Manual Procedures

Global Combat Support System-Army (GCSS-Army)

User Plus Manual link: https://www.gcass-army.army.mil/04_WAREHOUSE/LessonPortal.aspx

Appendix B

Acquisition advice codes

A one-character code used at customer level that shows how to get an item.

CODE EXPLANATION

A Service Regulated. Issue, transfer, or shipment of item is controlled by Authorities above inventory control point (ICP) level. Use or stockade requires release authority based on approved reasons of need.

B ICP Regulated. Issue, transfer, or shipment of item is controlled by ICP. Use or stockage of item requires authority based on approved reasons of need.

C Service Managed. No special controls other than individual service supply policy.

D DOD Integrated Material Manager (IMM), Stocked and Issued. No special controls other than IMM/Army standard supply policy. However, requisitions must contain the fund citation required to obtain items.

E Other Service Managed, Stocked, and Issued. No special controls other than the standard requisitioning policy. Requisition may require fund citation (see fund code and/or material category code position 2).

F Fabricate or Assemble (or Obtain Items Source Coded XB from cannibalization). Support is by fabrication or assembly. Procurement is not justified except when a requirement for an item coded "XB" cannot be satisfied through cannibalization. The item will be centrally procured but not stocked. Requisition must contain advice code "2A" or it will be rejected with status code "CN".

G General Services Administration (GSA) Integrated Material Manager Stocked and Issued. GSA item available from GSA supply sources.

H Direct Delivery Under a Central Contract. No special controls other than IMM/service standard supply policy. Item is issued by direct shipment from vendor.

I Direct Ordering from a Central Contract/Schedule. Activities may place orders directly to vendors for direct delivery to the user.

J Not Stocked, Long Lead-Time. Procurement action initiated upon requisition receipt because item is not stocked.

K Centrally Stocked for Overseas Only. Main method of supply is local purchase. However, item is stocked in domestic supply system for those overseas activities unable to locally procure.

L Local Purchase. Item is not stocked in wholesale system. Local purchase is main means of supply at base, post, camp, or station level.

M Restricted Requisitions-Major Overhaul. Do not requisition unless authorized to perform major overhaul because item can only be used by major overhaul activities.

N Restricted Requisitions-Disposal. Discontinued item no longer authorized for issue except on specific approval of the item manager.

- Packaged Fuels-DLA Managed and Service Regulated. Item is centrally procured but not

stocked by IMM. There is a long lead-time for this item, which will be provided by direct shipment to user from a vendor or from service assets.

P Restricted Requisition-Security Assistance Program (SAP).

1. Indicates item is stocked or acquired only for SAP requirements.
2. Indicates item is non-stocked and material is ordered from the contractor for shipment directly to the foreign government.
3. Base, post, camp, or station will not requisition.

Q Bulk Petroleum Products-DLA Managed. May be centrally stocked or available by direct delivery under a central contract. Requirement submission and item supply will be in Accordance with DOD 4140.25.M, volume 1, DoD Management of Bulk Petroleum Products, Natural Gas, and Coal.

R Restricted Requisition-Government Furnished Material (GFM). Item is centrally purchased from the manufacturer of military items. Base, post, camp, or station will not requisition.

S Restricted Requisitioning-Other Service Funded. Army has no requirement for the item. The item is purchased by Army for the funding service. Issue, transfer, or shipment is subject to the specialized control of the funding service.

T Condemned. No longer authorized to be purchased, issued, used, or requisitioned.

U Terminal item. Item is in stock, but future purchases are not authorized. Item can be requisitioned until stocks are exhausted. Preferred NSN identified by phrase "when exhausted use".

V Restricted Requisitioning-Special Instructions Apply. Stock Number has been assigned to a generic item for use in bid invitations, allowance lists, etc., against which no stocks exist. The NSN can be used when a procurement source becomes available.

W Semi-active Item No-Replacement. A potentially inactive Stock Number that must be retained in the supply system because stocks are on hand or in use below wholesale level. The item is shown in equipment authorization documents, or "in use" assets are being reported. Central purchasing is authorized, but no stockage. Requisitions may be submitted, and repeating demands may require an "AAC" change to permit stockage.

X Terminal Item. Future purchases are not authorized. Expands definition of AAC "V" items on which wholesale stocks have been exhausted.

Y Insurance/Numeric Stockage Objective Item. A very small quantity will be stocked due to the essentiality or lead-time of the item. The item is centrally managed, stocked, and issued.

Appendix C

Advice codes for customer requests

Advice Codes are entered by the requesting unit in block 22, record positions (RP) 65 and 66 of a request for issue. It is used to provide instructions considered essential to supply action. The following advice codes may be used on customer requests (from AR 725-50):

CODE EXPLANATION

1C Fill as requested, substitute, or reject, if requested item, and/or acceptable substitute are not available to meet SDD or RDD. Do not pass to a higher source of supply.

1J Fill as requested or reject if requested item is not available to meet SDD/RDD. Do not substitute, do not pass to a higher source of supply.

2A Item is not locally obtainable through manufacture, fabrication, procurement, or authorized cannibalization.

2B Requested item only will suffice. Do not substitute or exchange.

2C Do not back order. Reject unfilled quantity not available to meet the SDD or RDD. Suitable substitute acceptable.

2D Furnish exact quantity requested (such as, do not adjust to unit pack quantity).

2E Free issue. Stock lists or other publications offer this without reimbursement.

2F Item known to be coded obsolete but still required for immediate consumption.

2G Multiple use – (1) Ship new stocks or stocks having new appearance; (2) strategic mission requires latest model and configuration (for electronic tubes); (3) strategic mission requires newest stock only (for photographic film or for aerial requirements for ammunition devices or cartridges); (4) expected usage requires latest expiration dates only (for biologicals).

2H Special textile requirement for use in air operations where personnel safety is involved.

2J Do not substitute or back order any unfilled quantities.

2L The quantity shown in the quantity field exceeds normal demand; however, this is a confirmed valid requirement.

2N Items required in one continuous length as expressed in block 8 (RP 25-29) and unit of issue in block 7 (RP 23-24).

2T Deliver to the ultimate consignee by the SDD or RDD entered hereon or cancel requirement.

Appendix D

Document identifier codes (DIC) (AR 725-50)

CODE	DOCUMENT TITLE	EXPLANATION
A01	Requisition	For overseas shipment with NSN
A02	Requisition	For overseas shipment with part number
A05	Requisition	For overseas shipment with exception data
A0A	Requisition	For domestic shipment with NSN
A0B	Requisition	For domestic shipment with part number
A0E	Requisition	For domestic shipment with exception data
A41	Referral Order	For overseas shipment with NSN
A42	Referral Order	For overseas shipment with part number
A45	Referral Order	For overseas shipment with exception data
A4A	Referral Order	For domestic shipment with NSN
A4B	Referral Order	For domestic shipment with part number
A4E	Referral Order	For domestic shipment with exception data
A51	Materiel Release Order	For overseas shipment with NSN
A52	Materiel Release Order	For overseas shipment with part number
A5A	Materiel Release Order	For domestic shipment with NSN
A5B	Materiel Release Order	For domestic shipment with part number
A5E	Materiel Release Order	For domestic shipment with exception data
A5J	Materiel Release Order	For shipment to DRMO
A61	Materiel Release Denial	For overseas shipment with NSN
A62	Materiel Release Denial	For overseas shipment with part number
A65	Materiel Release Denial	For overseas shipment with exception data
A6A	Materiel Release Denial	For overseas shipment with NSN
A6B	Materiel Release Denial	For overseas shipment with part number
A6E	Materiel Release Denial	For domestic shipment with exception data
A6J	Materiel Release Denial	For DRMO
AC1	Cancellation	By requisitioner
AC2	Cancellation	By supplementary addressee
AC3	Cancellation	By RP 54
AE1	Supply Status	To requisitioner
AE2	Supply Status	To supplementary addressee
AE3	Supply Status	To RP 54
AF1	Follow-up	By requisitioner
AF2	Follow-up	By supplementary addressee
AF3	Follow-up	By RP 54
AK1	Follow-up on	By requisitioner Cancellation request
AK2	Follow-up on	By supplementary addressee Cancellation request
AK3	Follow-up on	By RP 54 Cancellation request
AM1	Document modifier	For overseas shipment with NSN
AM2	Document modifier	For overseas shipment with part number
AM5	Document modifier	For overseas shipment with exception data
AMA	Document modifier	For domestic shipment with NSN
AMB	Document modifier	For domestic shipment with part number
AME	Document modifier	For domestic shipment with exception data
AR0	Materiel Release Confirmation	
ARI	Automatic Return Item	
AS1	Shipment status	To requisitioner
AS2	Shipment status	To supplementary addressee
AS3	Shipment status	To RP 54
ASH	Pseudo Shipment status	For Unconfirmed Materiel Release Order

AT1 Follow-up For overseas shipment with NSN
 AT2 Follow-up For overseas shipment with part number
 AT5 Follow-up For overseas shipment with exception data
 ATA Follow-up For domestic shipment with NSN
 ATB Follow-up For domestic shipment with part number
 AU1 Reply to To requisitioner Cancellation request
 AU2 Reply to To supplementary addressee Cancellation request
 AU3 Reply to To RP 54 Cancellation request
 BAO LIF Inquiry to LCA
 BEQ LIF Response Pseudo-receipt
 BKA Serial Number Tracking (SNT) Follow-up response, item not received
 BKB SNT initial registration.
 BKD SNT inventory adjustment loss BKE SNT shipment or turn-in
 BKF SNT report of inventory (reconciliation)
 BKG SNT shipment follow-up
 BKH SNT receipt follow-up
 BKISNT reconciliation follow-up
 CPA Add Catalog Record
 CPC Change Catalog Record
 CPD Delete Catalog Record
 CQD Delete Catalog Record (Master Delete Request)
 D4S Materiel receipt From Local Purchase
 D6A Materiel receipt From Customer Turn In
 D6J Materiel receipt From DRMO
 D6K Materiel receipt From referrals/retrograde
 D6M Materiel receipt From Maintenance
 D6N Materiel receipt Returns of materiel on loan.
 D6S Materiel receipt From Wholesale D8_ Inventory Adjustment – GAIN
 D9_ Inventory Adjustment – LOSS
 DAC Inventory Adjustment – CONDITION CODE DAD Inventory Adjustment – O/P CODE
 DFA Due-in transaction/record
 DFJ Due-in from DRMO
 DGA Due-out transaction/record
 DHA Demand transaction Used to establish or cancel demand transactions
 DKA Inventory Count Record
 DRA Materiel Receipt Acknowledgment
 DRB Materiel Receipt Response
 DRF Materiel Receipt Follow up.
 FT6 Materiel Returns Follow-up of excess.
 FTA Automatic Return notification Customer report of excess (ARI)
 FTC Request For cancellation (EXCESS)
 FTE Excess notification Customer report of available excess
 FTF Follow-up (EXCESS)
 FTL Materiel Returns Program (MRP) Supply Status
 FTM Material Returns Program, Notice of shipment.
 FTR Reply to customer excess report Response to FTE
 FTZ Materiel Returns Program, receipt acknowledgement
 TA1 DODAAF addition – modification.
 TA3 DODAAF change
 TA4 DODAAF deletion.
 TK4 CONUS In transit Data Card reflecting shipment receipt by the consignee
 TK6/9 Overseas In transit Data Card
 XML Maintenance Work Order YAM Dedicated Due-In At the ISSA
 YB1 ABF Balance ROP, RO, SL, OH
 YB2 ABF Balance D/I, D/O

YBP Net Asset Position Transaction YC1 Catalog Addition (1 of 2)
 YC2 Catalog Addition (2 of 2) YC4 Local Catalog Build
 YC9 Multiple purpose ISSA suspense transactions pending DODAAF changes during mass cancellations, temporary change of support, and deletion pending close of activity.
 YDH Document History Inquiry transaction
 YDN Financial Due-In Reconciliation
 YEB ABF Level Transaction
 YEX Request Exception Data Trailer Record
 YEX Transaction-Request Exception Data TRL, Card YH1 Due-In Header
 YH2 Due-In Suffix
 YIC Due-In from Retrograde
 YIL Overdue Due-In (Retrograde)
 YLD Abbreviated DODAAF Transaction YSM Overdue Shipment Notice
 YUS Stock Number unserviceable repair shipping RIC ZF1 Bill Adjustment Card
 ZHL Charge Account Local Purchase ZHM Local Purchase Obligation
 ZIG APC/FC File Update
 ZIM Update DSU DoDAAC File
 ZK1 Financial Adjustment – General Ledger ZK2 Financial Adjustment – Obligation
 ZK3 Financial Adjustment – Accrual
 ZK4 Financial Adjustment – Receipts
 ZK5 Financial Adjustment – Payment
 ZK6 Subsidiary Ledger Update
 ZK7 Financial Adjustment – Accounts Receivable

Appendix E

Unit of issue codes

This is a two-position code that describes the unit of issue for stock.

* Non – Definitive Unit of Issue

CODE	EXPLANATION	CODE	EXPLANATION
AM	Ampoule	CY*	Cylinder
AT	Assortment	CZ	Cubic Meter
AY	Assembly	DR	Drum
BD*	Bundle	DZ	Dozen
BE*	Bale	EA	Each
BF	Board Foot	FT	Foot
BG*	Bag	FV	Five
BK*	Book	FY	Fifty
BL*	Barrel	GL	Gallon
BO*	Bolt	GP	Group
BR*	Bar	GR	Gross
BT*	Bottle	HD	Hundred
BX*	Box	HK*	Hank
CA*	Cartridge	IN	Inch
CB*	Carboy	JR*	Jar
CD	Cubic Yard	KT*	Kit
CE*	Cone	LB	Pound
CF	Cubic Foot	LG	Length
CK*	Cake	LI	Liter
CL*	Coil	MC	Thousand Cubic Feet
CN*	Can	ME	Meal
CO*	Container	MR	Meter
MX	Thousand	SH	Sheet
OT	Outfit	SK	Skein
OZ	Ounce	SL *	Spool
PD*	Pad	SO	Shot
PG*	Package	SP*	Strip
PM	Plate	SX*	Stick
PR	Pair	SY	Square Yard
PT	Pint	TD	Twenty – four
PZ*	Packet	TE	Ten
QT	Quart	TF	Twenty – five
RA	Ration	TN	Ton
RL*	Reel	TO	Troy Ounce
RM	Ream	TS	Twenty – six
RO*	Roll	TU*	Tube
SD*	Skid	VI*	Vail
SE	Set	YD	Yard
SF	Square Foot		

Appendix F

Supply Class

CLASS I: Subsistence

CLASS II: Clothing, individual equipment, tools sets/ kits, hand tools, map, etc.

CLASS III: POL, petroleum, bulk, and package fuel, lubricants, oils, etc.

CLASS IV: Construction materials, fortification, barriers, etc.

CLASS V: Ammunition

CLASS VI: Personal demand items

CLASS VII: Major End Items, i.e., launchers, vehicles, mobile machine shops, etc.

CLASS VIII: Medical

CLASS IX: Repair parts and components

CLASS X: Commercial, Agriculture and Economic Development

Appendix G

Status/reject codes

Status/rejection codes are used to provide supply or rejection information to the requester. The codes are in record positions RP 65 and 66 of supply status cards. Items rejected, if still required, will be requested using new Document Numbers. Make sure the reason for previous rejection has been corrected. Explanations for supply status and rejection codes are not exactly as they appear in AR 725-

50. The explanation has been modified to apply to the requester. Not all codes are listed. Codes that do not apply to the requestor have been omitted. (See AR 725-50).

CODE EXPLANATION

BA Item being processed for release and shipment. The Estimated Shipping Date is contained in RP 70-73 when provided in response to a follow-up.

BB Item back ordered against a due-in to stock. The estimated shipping date (ESD) for release of materiel to the customer is contained in RP 70-73.

BC Item on original requisition that contains this Document Number has been back ordered. Long delay is expected and ESD is in RP 70-73. Item in Stock Number field (or "Remarks" field if Stock Number field cannot accommodate the item number), can be furnished as a substitute. The price for the substitute item is in RP 74-80. If desired, submit cancellation of original request and request the offered substitute. Use a new Document Number and current Julian date.

BD Requisition is delayed due to need to verify requirements relative to authorized application, item identification, or technical data. Requisition for GFM is delayed pending validation by either contracting MCA or between source of supply and MCA. See RP 4-6 to determine the activity performing the validation. On completion of review, additional status will be provided to show action taken.

BE Depot or storage activity has a record of the MRO, but no supporting transaction or record of the action taken. (Depot or storage activity response to ICP request for MRO status, for use with DIC AE6 only.)

BF No record of your document for which follow-up, DIC AF_ Cancellation request, DIC AC_, or cancellation request follow-up, DIC AK_; submitted. If item is still required, submit a request for issue using a new Document Number.

One or more of the following fields have been changed:

- 1) Stock Number (as the result of a formal catalog change)
 - a) Requested NSN has been replaced by or combined with NSN in Stock Number field.
 - b) NSN is assigned to part number that was requested.
 - c) FSC has changed but NIIN remains the same as originally requested. Review NSN (FSC and NIIN) to make sure that requisition being processed is for desired item. If NSN is not for desired item, submit cancellation request to source of supply.
- 2) Unit of issue (as the result of a formal catalog change).
- 3) Requested part number has been identified to or replaced by the part number shown in the Stock Number field. Examine quantity and unit price as result of the above changes. Revise records accordingly. Additional status will be given by the supply source to show further action on this request.

BH Service coordinated, approved substitute, or interchangeable item, identified in Stock Number field, will be supplied. Examine unit of issue, quantity, and unit price fields for possible changes. Revise records accordingly. Additional status will be provided.

BJ Quantity changed to conform to unit pack, adjust the due-in records accordingly. Unit of issue is not changed.

BK Requisition data elements have been modified as requested. Examine data fields in this status document for current requisition data.

BL Notice of availability was sent to the country representative or freight forwarder on date entered in RP 70-73.

BM Your document forwarded to activity shown in RP 67-69. Send all future transactions for this Document Number to that activity.

BN Request being processed as free issue. Signal and Fund Code fields corrected as noted. Adjust local fund obligation records.

BQ Canceled. Results from receipt of cancellation request. Also applies to cancellation resulting from deletion of an activity from the DoD Activity Address Directory (DODAAD).

BR Canceled. Requisitioning Activity authorized cancellation in response to MOV request furnished by processing point.

BS Canceled. Requisitioning Activity failed to respond to MOV request from processing point.

BV Item procured and on contract for direct shipment to consignee. The contract shipping date is entered in RP 70-73. Cancellation, if requested, may result in billing for terminating contract and/or transportation costs, if applicable.

BZ Requisition is being processed for direct delivery procurement. Upon completion of necessary procurement action, additional status will be provided to indicate action taken. The estimated shipping date (ESD) is in RP 70-73.

B2 Status of supply of procurement action precludes requested modification.

B3 The RAD in the original requisition is unrealistic. The date in RP 70-73 is when the material will be available.

B4 Canceled. Results from receipt of cancellation request. Do not de-obligate funds. Billing for materiel or contract termination charges will be made.

B5 The activity identified by the code in RP 4-6 is in receipt of your follow-up request. Action to determine status and/or improve the ESD is being attempted. Further status will be furnished.

B6 The materiel applying to the request for cancellation has been diverted to an alternate consignee.

B7 Unit price change. The latest unit price for the item identified by the stock or part number in RP 8-22 is shown in RP 74-80.

B8 Quantity requested for cancellation not accomplished.

B9 The activity identified by the code in RP 4-6 is in receipt of your cancellation request. Action to cancel the demand or to divert the shipment is being attempted. Do not delete due-in. Advice of final action will be furnished.

CA Rejected.

- Explanation for rejection is stated in the remark field continued the reverse side or card as necessary). In this case, the status card will be mailed. This code will not be used when other status codes have been established to convey a specific condition.

2. When due to security reasons, or space limitations, explanation for rejection will be furnished by separate media referring to pertinent Document Numbers. In this case, the remark field will be left blank and "CA" status cards will be mailed with the supporting explanation.

CB Rejected. Initial request asked for rejection of that quantity not available for immediate release or not available by the SDD or RDD. Quantity not filled is shown in RP 25-29.

CD Rejected. Unable to process because of errors in the quantity, date, and serial number fields. If received in response to a request and the materiel is still needed, submit a new request with correct data field entries. If received in response to a cancellation request and materiel is not needed, submit a new cancellation request with a valid quantity entry.

CE Rejected. Unit of issue in original request, which is shown in RP 23-24 of this status document, does not agree with cataloged unit of issue and cannot be converted. If still required, submit a new request with correct unit of issue and quantity.

CG Rejected. Unable to identify requested item. Submit a new request. Furnish correct NSN or part number. If correct NSN or part number is unknown or if part number is correct, submit a new request on DD Form 1348-6. Give as much data as is available.

CH Rejected. Requisition submitted to incorrect SOS and correct source cannot be found. Locate correct source and submit a new requisition.

CJ Rejected. Item coded (or being coded) "obsolete" or "inactivated". Item in Stock Number field, if different than item requested, can be furnished as a substitute. Unit price of the substitute item is in RP 74-80. If offered substitute is desired submit a new request with substitute item Stock Number. If only original item is desired, submit a new request on DD Form 1348-6. Cite advice code 2B. Furnish technical data; examples are end item usage, component, make, model, series, serial number, drawing, piece and/or part number, manual reference, applicable publication.

CK Rejected. Unable to procure. No substitute or interchangeable item is available. Returned for supply by local issue of next higher assembly, kit, or components. Suggest fabrication or cannibalization. If not available, submit a new request for next higher assembly, kit, or components.

CM Rejected. No longer free issue. Submit a new funded request with Signal Code other than D or M.

CP Rejected. Source of supply is local manufacturer, fabrication, procurement, or direct ordering from Federal Supply Schedule. If not available locally or Activity lacks procurement authority, submit a new request with Advice Code 2A.

CQ Rejected. Item requested is command or service regulated or controlled. Submit new requisition through appropriate channels.

CR Rejected. Requisition is for Government-furnished materiel (GFM) and –Item is not authorized by terms of contract. Contractor is not authorized to requisition GFM. Contract identified in requisition is not registered at MCA.

CS Rejected. Quantity requested is suspect of error or indicates excessive quantity. Partial quantity being supplied. Quantity field in this transaction reflects quantity rejected. If requirement still exists, submit a new request for the required quantity using Advice Code 2L.

CU Rejected. Unable to procure item requested. Item is no longer produced by any known source and attempts to obtain item have failed. Item in Stock Number field can be furnished as a substitute. Unit price of the substitute item is in RP 74-80. (If offered substitute is desired submit a new requisition (note) with substitute Stock Number.)

CV Rejected. Item requisitioned too early. The effective date for requesting is in RP 70-73.

CW Rejected. Item not available or is non-mailable and the transportation costs are excessive. Local procurement is authorized for this request only. If item cannot be locally procured, submit a new request using Advice Code 2A.

CX Rejected. Unable to identify ship to address as designated by the signal code or the signal code is invalid. If still required, submit a new request with valid data field entries.

CZ Rejected. Subsistence item is not available for resale. Reserved for troop issue only.

C7 Rejected. Document identifier code indicates this is a remarks or exception data document. Supply source has no record of receipt of remarks or exception data. If still required, submit a new request.

C8 Rejected. Vendor will not accept orders for quantity less than that shown in RP 76-80. If requirement still exists, submit a new request for a quantity that is not less than shown in RP 76-80.

D7 Requisition modifier rejected because of errors in one or more data elements.

D8 Rejected. Requisition is for controlled substance/item and requisitioner and/or “Ship to” address is not authorized recipient. Submit a new requisition on DD Form 1348-6 furnishing intended application and complete justification for the item. CDA PAM 18-1.

Appendix H

Reparable codes

This is a one-position, alphabetic code used to pass information pertaining to reparable items between a customer and a supply activity.

CODE EXPLANATION

- A No turn-in will be made because request is for addition to an increase in PLL/shop stock level.
- B No turn-in will be made because like item was lost or destroyed.
- C Turn-in of the item will be accomplished after the receipt and installation of the serviceable

item being requested (e.g., the container used to issue the serviceable item will be used to retrograde the unserviceable item).

D Turn-in of like item will be made after completion of the investigation and report of survey. Turn-in will be made after the investigation releases the item.

E Turn-in credit (repairable, not financial) is not required because the turn-in resulted from a decreased stockage level.

Appendix I

Condition codes

CODE	TITLE	EXPLANATION
A	Serviceable (Issuable without qualification)	New, used, repaired, or reconditioned material that is serviceable and issuable to all customers without limitation or restriction. Includes materiel with more than 6 months' shelf life remaining (*For Army, level of Preservation and Packaging is not a restriction for issue.)
B	Serviceable (Issuable with qualification)	New, used, repaired, or reconditioned materiel that is serviceable and issuable for its intended purpose; however, it is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes materiel with 3 through 6 months' shelf remaining. (* For Army, the manager will not include the level of preservation and packaging as part criteria for determining short shelf life. This will be by specific commodity or by item for inclusion within this code.)
C	Serviceable (Priority Issue)	Items that are serviceable and issuable to selected customers; but they must be issued before Supply Condition Code A or B materiel to avoid loss as a usable asset. Includes materiel with less than 3 months' shelf life remaining. (*For Army, this includes items showing deterioration that are suitable for issue as directed by the commodity commands.)
D	Serviceable (Test/Modification)	Serviceable materiel that requires test, Alteration, modification, technical data marking, conversion, or disassembly. This does not include items that must be inspected or tested immediately prior to issue. (*For Army, this includes items that require surveillance, laboratory analysis, functional testing. And technical evaluation by higher authority to verify serviceability.)
E	Unserviceable (limited restoration)	Items that involve only limited expense or efforts to restore to serviceable condition. It is done in the storage activity. (Limited expense or effort is that which is allowable for expenditure by the care and preservation activity under current policies.) May be issued to support ammunition requisitions coded to indicate acceptability of useable condition E stocks.
F	Unserviceable (repairable)	Economically repairable items that require repair reconditioning, or overhaul. (Includes repairable items that are radioactively contaminated.)
G	Unserviceable (Incomplete)	Materiel requiring additional parts or components to complete the end item prior to issue to complete the end item prior to issue.
H	Unserviceable (Condemned)	Materiel that has been determined to be unserviceable and does not meet repair criteria; condemned items which are radioactively contaminated; Type I shelf-life materiel that has passed the expiration date; and Type II shelf-life materiel that has passed expiration date and cannot be extended. (*For Army, the item must not contain any components or assemblies to be reclaimed. This includes ammunition, except serviceable surplus or obsolete ammunition authorized for demilitarization.)(Classify obsolete and excess materiel to its proper condition before consigning to DRMO. Do not classify materiel in supply condition code H unless it is truly unserviceable and does not meet repair criteria.)
I	Not Assigned	Reserved for future assignment by DoD.

J	Suspended (in stock)	Items in stock that have been suspended from Issue pending condition classification or analysis when the true condition is not known. Includes shelf-life Type II materiel that has reached the expiration date pending inspection, test, or restoration. Also included are items that have been suspended from issue and pending commodity command investigation or determination of serviceability and ammunition items that are being subjected to a malfunction investigation due to an unsafe or other defective condition. Unclassified (condition code K) returns are excluded.
K	Suspended (returns)	Items returned from customers and users suspended from issue pending inspection and condition classification. (Includes items that have been identified by Stock Number and name, but not examined for condition.) These stocks will be inspected and properly classified as to condition according to allowable time standards. When more time is needed because of receipts in large quantities, lack of facilities, lack of personnel, or other circumstances, the accountable supply distribution activity may grant an extension.
L	Suspended (Litigation)	Materiel held pending litigation or negotiation with contractors or common carrier (*For Army, this includes shipments with overages, defects, or other conditions that require negotiations or litigation with procurement sources or common carrier to determine responsibility or liability for correction. Assets held pending the results of a report of survey are also included. This code should not be used with misdirected shipments.)
M	Suspended (in work)	Items on inventory control record but that have been delivered to and accepted by an Army or DoD maintenance facility or a contractor's plant for processing.
N	Suspended (ammunition suitable)	Ammunition stocks suspended from issue (except for emergency combat use only) for emergency combat use for emergency combat use.
O	Not assigned	Reserved for DoD assignment
P	Unserviceable (reclamation)	Items that are unserviceable, uneconomically repairable because of physical inspection, tear down, or engineering decision. Item contains serviceable components or assemblies that may be reclaimed.
Q	Suspended	This code is for intra-Air Force use only.
R	Suspended (reclaimed items, which awaiting condition determination)	Assets turned in by reclamation activities which do not have the capability (e.g., skills, manpower, or test equipment) to determine the materiel condition. Actual condition will be determined prior to induction into maintenance activities for repair/modification.
S	Unserviceable (Scrap)	Items that have no value except for its basic materiel content. No stock will be recorded as on hand in condition code S. This code is used only on transactions that involve shipments to DRMOs. Items will not be transferred to condition code S before turn-in to DRMOs if they are recorded in condition code A through H at the time, they are determined excess. Items identified by NSN will not be identified by this condition code.
T-Z	Not Assigned	Reserved for DoD assignment.

Appendix J

Recoverability codes

The Recoverability code is a one position alphabetic code. This code will identify the level of maintenance allowed to turn -in an unserviceable item and requisition a replacement item when it can no longer be used. (Source: AIS Manual 25-L26-AHO-BUR-EM, 30 June 1994)

CODE EXPLANATION

A This code identifies items which require special procedures in disposal. Reasons why this code is assigned include the following: precious metal content, high cost, materiel in short supply, or hazardous material. Check manuals and directives for instructions.

D Repairable Item. Complete repair of this item can only be done at an Army depot. When a lower level of maintenance cannot repair this item, return it to the depot. Army depots are the only activities that can decide if this item should be disposed.

F Repairable Item. Complete repair of this item can only be done by the direct support unit. When the organization cannot repair this item, return it to the direct support unit. The direct support unit and higher levels of maintenance can decide that this item should be disposed.

H Repairable Item. Complete repair of this item can be done by the general support unit. When a lower level of maintenance cannot repair this item, return it to the general support unit. The general support unit and higher levels of maintenance can decide that this item should be disposed.

L Repairable Item. Complete repair of this item can be done by the depot or specialized repair activity. When a lower level of maintenance cannot repair this item, return it to the depot or specialized repair activity. The depot or specialized repair activity can decide that this item should be disposed.

- Repairable Item. Complete repair of this item can be done by the organization. The Organization and higher levels of maintenance can decide that the item should be disposed.

Z Non-reparable items. Dispose of this item at the maintenance level authorized to replace it.

Appendix K

Maintenance repair codes

The Maintenance Repair Code is a one-position code. This code indicates (1) whether the item is to be repaired when unserviceable and (2) the lowest level of maintenance authorized to perform complete repair of the item. This does allow for some limited repair to be done at lower levels.

Code Explanation

B No repair is authorized. The item may be reconditioned by adjusting, lubricating, etc. at the used level. No part or special tools are procured for the maintenance of this item.

D The lowest maintenance level capable of complete repair of the support item is the depot level.

F The lowest maintenance level capable of complete repair of the support item is the direct support level.

H The lowest maintenance level capable of complete repair of the support item is the following intermediate level: USAF – Intermediate (*) USA – General Support (*) USN – Ashore (Only) USMC – Fourth Echelon

L Repair restricted to designated Specialized Repair Activity.

O The lowest maintenance level capable of complete repair of the support item is (ALPHA) the organizational level.

Z Non-repairable. No repair is authorized.

(Dash) This code identifies items that are not assigned a Maintenance Repair Code.

Appendix L

Control degree codes

This one-position alphanumeric code indicates the type of restrictions that apply to issues of a particular stock number.

Code Explanation

0	No control
1	Issue down to the requisitioning objective (RO)
2	Issue down to the reorder point (ROP)
3	Issue down to the safety level
4	No issues without material manager's approval
5	Obtain through local purchase
6	Do not use local purchase
7	Issue down to the RO; obtain unfilled requests through local purchase.
8	Issue down to the RO; do not obtain unfilled requests through local purchase
A	Issue down to the ROP; obtain unfilled requests through local purchase.
B	Issue down to the ROP; do not obtain unfilled requests through local purchase.
C	Items stored and issued by the Central Issue Facility (CIF).
D	Issue down to the SL; obtain unfilled requests through local purchase.
E	Issue down to the SL; do not obtain unfilled requests through local purchase.
F	After obtaining Material Manager's approval, obtain unfilled requests through local purchase.
G	After obtaining arterial Manager's approval, do not obtain unfilled requests through local purchase
H	Items stored and issued by the CIF; if unfilled by CIF, obtain through local purchase.
I	Items stored and issued by CIF; if unfilled by CIF, do not obtain through local purchase.
J	Manager approval required; obtain unfilled requests through local purchase.
K	Manager approval required; do not obtain unfilled requests through local purchase.
L	Items stored and issued by a contractor-operated parts store (COPARS); if unfilled by COPARS, obtain through local purchase.
M	Items stored and issued by COPARS; if unfilled by COPARS, do not obtain through local purchase.
N	Items stored and issued by the self-service supply center (SSSC); if unfilled by SSSC, obtain through local purchase.
O	Stock number controlled by item manager; approval required
P	Items stored and issued by COPARS; requests submitted by customers other than COPARS will be rejected
Q	Items stored and issued by the SSSC; if unfilled by SSSC, do not obtain through local purchase.
R	Items stored and issued by the clothing initial issue point (CIIP); if unfilled by CIIP, obtain through local purchase.
S	Items stored and issued by SSSC; requests submitted by customers other than SSSC will be rejected.
T	Items stored and issued by CIIP; requests submitted by customers other than CIIP will be rejected.
U	Items stored and issued by the CIIP; if unfilled by CIIP, do not obtain through local purchase.

Appendix M

Sample assumption of command

LETTERHEAD

OFFICE SYMBOL (-XXX-XXX)

18 April 2023

MEMORANDUM FOR Logistics Readiness Center, StoreFront (-), 9925 Tracy Loop Road, Fort Belvoir, VA 22060

SUBJECT: Assumption of Command by Authority of AR 600-20, Paragraph 2-5

1. REFERENCES:

2. The undersigned assumes command of UIC: xxxxxx, DoDACC: xxxxxx, effective start date.

3. Authority for this action is reference.

4. POC on this memorandum is RANK, FIRST NAME, LAST NAME, PHONE NUMBER, AND Email ADDRESS.

NAME (ALL CAPS)
Rank, Title

Appendix O

DA Form 1687

NOTICE OF DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES <i>For use of this form, see AR 710-4. The proponent agency is DCS, G-4.</i>				DATE _____	
AUTHORIZED REPRESENTATIVE(S)					
ORGANIZATION RECEIVING SUPPLIES			LOCATION		
LAST, FIRST, MIDDLE INITIAL		AUTHORITY REQ REC		SIGNATURE AND INITIALS	
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER					
THE UNDERSIGNED HEREBY <input type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON(S) LISTED ABOVE					
THE AUTHORITY TO: _____					
REMARKS					
I ASSUME FULL RESPONSIBILITY					
UNIT IDENTIFICATION CODE			DODAAC/ACCOUNT NUMBER		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHONE NUMBER	EXPIRATION DATE	SIGNATURE	

DA FORM 1687, DEC 2023

PREVIOUS EDITIONS ARE OBSOLETE.

APD AEM v1.00ES

Instructions on filling out DA Form 1687:

Date: Enter the calendar date the form is prepared.

Organization Receiving Supplies: Enter the name of the organization, and if prepared by an HRH to delegate authority to request or receipt for supplies enter the HR number or name of the section involved.

Location: Enter the name of the installation where the organization is located.

Name: Enter last name, first name and middle initial.

Authority Req/Rec: Enter the word "Yes" in this block for each person authorized to request or receive supplies. Otherwise, enter the word "No."

Signature and Initials: Authorize representatives will sign here in ink if digital signature is not used. Undersigned hereby delegates to, withdraws from: Commander, HRH, responsible officer, or accountable officer delegating authority places an "X" in the appropriate block.

Remarks: Enter the SSA or other activity to which the form is being sent.

UIC: Enter UIC.

DoDAAC/Account Number: Enter DoDAAC/Account number.

Name: Enter last name, first name and middle initial.

Grade: Enter the grade of the person delegating authority.

Telephone Number: Enter the telephone number of the person delegating authority.

Expiration Date: Enter the expiration date of the DA Form 1687. This date is determined by the person making the delegation. Do not set a date later than the date the person delegating authority expects to remain in the position of authority.

Signature: Person delegating authority digitally signs with CAC if handwritten (ink) signature is not used.

Appendix P

Sample of turn in tags

SAMPLE SERVICEABLE YELLOW TAG (DD FORM 1574-1):

WARNING: UNAUTHORIZED PERSONS REMOVING, DEFACING, OR DESTROYING THIS LABEL MAY BE SUBJECT TO A FINE OF NOT MORE THAN \$1,000 OR IMPRISONMENT FOR NOT MORE THAN ONE YEAR OR BOTH. (18 USC 1361)	FSN, PART NO. AND ITEM DESCRIPTION 1370-00-309-5028 L275		SERVICEABLE LABEL----MATERIEL	
			NEXT INSPECTION DUE OVERAGE DATE	CONDITION CODE
			SEE CAS	
	SIGNAL, SMK, ILLUM, MARINE		INSPECTION ACTIVITY	
	MK 13 MOD 0		MT, RSS, 11th ACR	
	SERIAL NUMBER/LOT NUMBER	UNIT OF ISSUE	INSPECTORS NAME OR STAMP AND DATE	
	MA-158-24	EA	TI Stamp from Qualified Inspector	
	CONTRACT OR PURCHASE OR NO.	QUANTITY		
	N/A	1		
	REMARKS			
IAW T.O. 11A-1.1 SS-41 PLACE IN C/C C, ALL MA LOTS WITH INTERFIX OF 160 OR OLDER SHOULD BE CONSUMED BEFORE ANY OTHER LOTS.				

SAMPLE UNSERVICEABLE GREEN TAG (DD FORM 1577-2):

WARNING: UNAUTHORIZED PERSONS REMOVING, DEFACING, OR DESTROYING THIS LABEL MAY BE SUBJECT TO A FINE OF NOT MORE THAN \$1,000 OR IMPRISONMENT FOR NOT MORE THAN ONE YEAR OR BOTH. (18 USC 1361)	FSN, PART NO. AND ITEM DESCRIPTION 5855-01-027-3628		UNSERVICEABLE (REPAIRABLE) TAG - MATERIEL	
			INSPECTION ACTIVITY	CONDITION CODE
	P- XYZ098		MT, RSS, 11th ACR	
	EYEPiece ASSEMBLY, O		REASON FOR REPAIRABLE CONDITION	
			DAMAGE	
	SERIAL NUMBER/LOT NUMBER	UNIT OF ISSUE	REMOVED FROM	
	ABC0123456789	EA	vehicle type & bumper#	
	CONTRACT OR PURCHASE OR NO.	QUANTITY	INSPECTORS NAME OR STAMP AND DATE	
		1	TI Stamp from Qualified Inspector	
	REMARKS			

SAMPLE UNSERVICEABLE CONDEMNED (RED) TAG (DD FORM 1577-1):

WARNING: UNAUTHORIZED PERSONS REMOVING, DEFACING, OR DESTROYING THIS LABEL MAY BE SUBJECT TO A FINE OF NOT MORE THAN \$1,000 OR IMPRISONMENT FOR NOT MORE THAN ONE YEAR OR BOTH. (18 USC 1361)	FSN, PART NO. AND ITEM DESCRIPTION 5310-00-000-0079		UNSERVICEABLE (RECLAMATION) TAG - MATERIEL	
			INSPECTION ACTIVITY	CONDITION CODE
	WASHER, FLAT		MT, RSS, 11th ACR	
			REASON OR AUTHORITY	
			DAMAGE/ CONDEMNED	
	SERIAL NUMBER/LOT NUMBER		INSPECTORS NAME OR STAMP AND DATE	
	(add when applicable)		TI Stamp from Qualified Inspector	
	UNIT OF ISSUE	QUANTITY		
	EA	20		
	REMARKS			
ITEMS HAVE EXCEEDED SERVICE LIFE ADR# FV51853023005				

Appendix Q

Sample of missing parts statement

DEPARTMENT OF THE ARMY
Maintenance Troop
Regimental Support Squadron
11th Armored Cavalry Regiment
Fort Irwin, CA 92310

AFZJ-ACS-MT

18 April 2023

MEMORANDUM FOR Logistics Readiness Center, StoreFront (-), 9925 Tracy Loop Road, Fort Belvoir, VA 22060

SUBJECT: Maintenance Troop Motor Pool Missing Parts Statement, DoDAAC: W23A6K

1. The following parts are missing:

NSN	NOUN	COST	SERIAL #	2930-00-862-4465	VALVE	\$ 76.00	NONE
-----	------	------	----------	------------------	-------	----------	------

2. I have reviewed the circumstances surrounding the missing items and find no evidence of negligence or willful misconduct.

3. I have completed my investigation on the above items and hereby release it for turn-in/repair.

XXXX X. XXXXX
CPT, OD
COMMANDER

XXXX X. XXXXX
LTC, IN
COMMANDER

Note: Missing Parts Statement covering more than \$200.00 must also be signed by the Battalion Commander (IAW AR 735-5).

Note 2: Every missing part must have NSN, Nomenclature, Quantity, and Cost annotated on this form.

Appendix R

Sample of damage parts statement

DEPARTMENT OF THE ARMY
Maintenance Troop
Regimental Support Squadron
11th Armored Cavalry Regiment
Fort Irwin, CA 92310

AFZJ-ACS-MT

18 April 2023

MEMORANDUM FOR Commander, Actual Address

SUBJECT: Damage / Release statement

1. Reference: AR 735-5, par 14-25,b

2. The following parts are damaged:

NSN	NOUN	COST	SERIAL # 2930-00-862-6939	RADIATOR	\$753.90	NONE
-----	------	------	---------------------------	----------	----------	------

3. I have reviewed the circumstances surrounding the damage to the above item(s) and find no evidence of negligence or willful misconduct.

4. Cause of Damage: Normal wear and tear

5. I have completed my investigation on the above items and hereby release it for turn-in/repair.

6. POC for this action is FIRST NAME, LAST NAME, PHONE NUMBER and EMAIL address.

XXXX X. XXXXX
CPT, AR
COMMANDER

Approve/Disapprove

XXXX X. XXXXX
LTC, IN
COMMANDER

Note 1: Damaged Item Statement covering more than \$200.00 must also be signed by the Battalion Commander (IAW AR 735-5).

Notes 2: Every damaged part must have NSN, Nomenclature, Quantity, and Cost annotated on this form.

Appendix S

Sample of drainage statement

DEPARTMENT OF THE ARMY
Maintenance Troop
Regimental Support Squadron
11th Armored Cavalry Regiment
Fort Irwin, CA 92310

AFZJ-ACS-MT

18 April 2023

MEMORANDUM FOR Maintenance Troop, RSS, ISSA TURN-IN SECTION

SUBJECT: Drainage Statement

1. The following parts have been drained of all fuels, oils, and lubricants IAW Standard Operating Procedures.

<u>NSN</u>	<u>NOUN</u>
2930-00-862-6939	RADIATOR
2910-01-142-2793	DRIVE UNIT

2. The following items have been inspected for drainage and are free of substances required for lubrication during normal usage.

3. I have completed my inspection on the above item(s) and hereby release it for turn-in/repair.

4. POC for this action is FIRST NAME, LAST NAME, PHONE NUMBER and EMAIL address.

JOHN D. DOW
Soldier that drained equipment
SPC, USA Mechanic Specialist

BOY S. ENGINE
Maintenance Officer or NCOIC
CW3, OD Maintenance Technician

NOTE: All drainage statements must have 2 signature blocks with signatures. First, the Soldier that drains the equipment and 2nd Maintenance OIC or NCOIC. Each piece of equipment must have the original memorandum. No copies of drainage statements will be accepted.

Appendix T

Perpetual Julian date calendar

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	060	091	121	152	182	213	244	274	305	335	1
2	002	033	061	092	12	153	183	214	245	275	306	336	2
3	003	034	062	093	123	154	184	215	246	276	307	337	3
4	004	035	063	094	124	155	185	216	247	277	308	338	4
5	005	036	064	095	125	156	186	217	248	278	309	339	5
6	006	037	065	096	126	157	187	218	249	279	310	340	6
7	007	038	066	097	127	158	188	219	250	280	311	341	7
8	008	039	067	098	128	159	189	220	251	281	312	342	8
9	009	040	068	099	129	160	190	221	252	282	313	343	9
10	010	041	069	100	130	161	191	222	253	283	314	344	10
11	011	042	070	101	131	162	192	223	254	284	315	345	11
12	012	043	071	102	132	163	193	224	255	285	316	346	12
13	013	044	072	103	133	164	194	225	256	286	317	347	13
14	014	045	073	104	134	165	195	226	257	287	318	348	14
15	015	046	074	105	135	166	196	227	258	288	319	349	15
16	016	047	075	106	136	167	197	228	259	289	320	350	16
17	017	048	076	107	137	168	198	229	260	290	321	351	17
18	018	049	077	108	138	169	199	230	261	291	322	352	18
19	019	050	078	109	139	170	200	231	262	292	323	353	19
20	020	051	079	110	140	171	201	232	263	293	324	354	20
21	021	052	080	111	141	172	202	233	264	294	325	355	21
22	022	053	081	112	142	173	203	234	265	295	326	356	22
23	023	054	082	113	143	174	204	235	266	296	327	357	23
24	024	055	083	114	144	175	205	236	267	297	328	358	24
25	025	056	084	115	145	176	206	237	268	298	329	359	25
26	026	057	085	116	146	177	207	238	269	299	330	360	26
27	027	058	086	117	147	178	208	239	270	300	331	361	27
28	028	059	087	118	148	179	209	240	271	301	332	362	28
29	029		088	119	149	180	210	241	272	302	333	363	29
30	030		089	120	150	181	211	242	273	303	334	364	30
31	031		090		151		212	243		304		365	31

Appendix U

Leap year Julian date calendar

DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	DAY
1	001	032	061	092	122	153	183	214	245	275	306	336	1
2	002	033	062	093	123	154	184	215	246	276	307	337	2
3	003	034	063	094	124	155	185	216	247	277	308	338	3
4	004	035	064	095	125	156	186	217	248	278	309	339	4
5	005	036	065	096	126	157	187	218	249	279	310	340	5
6	006	037	066	097	127	158	188	219	250	280	311	341	6
7	007	038	067	098	128	159	189	220	251	281	312	342	7
8	008	039	068	099	129	160	190	221	252	282	313	343	8
9	009	040	069	100	130	161	191	222	253	283	314	344	9
10	010	041	070	101	131	162	192	223	254	284	315	345	10
11	011	042	071	102	132	163	193	224	255	285	316	346	11
12	012	043	072	103	133	164	194	225	256	286	317	347	12
13	013	044	073	104	134	165	195	226	257	287	318	348	13
14	014	045	074	105	135	166	196	227	258	288	319	349	14
15	015	046	075	106	136	167	197	228	259	289	320	350	15
16	016	047	076	107	137	168	198	229	260	290	321	351	16
17	017	048	077	108	138	169	199	230	261	291	322	352	17
18	018	049	078	109	139	170	200	231	262	292	323	353	18
19	019	050	079	110	140	171	201	232	263	293	324	354	19
20	020	051	080	111	141	172	202	233	264	294	325	355	20
21	021	052	081	112	142	173	203	234	265	295	326	356	21
22	022	053	082	113	143	174	204	235	266	296	327	357	22
23	023	054	083	114	144	175	205	236	267	297	328	358	23
24	024	055	084	115	145	176	206	237	268	298	329	359	24
25	025	056	085	116	146	177	207	238	269	299	330	360	25
26	026	057	086	117	147	178	208	239	270	300	331	361	26
27	027	058	087	118	148	179	209	240	271	301	332	362	27
28	028	059	088	119	149	180	210	241	272	302	333	363	28
29	029	060	089	120	150	181	211	242	273	303	334	364	29
30	030		090	121	151	182	212	243	274	304	335	365	30
31	031		091		152		213	244		305		366	31

Appendix V

Pentagon and Army customers in Army leased space within the National Capital Region

1. Requesting supplies and equipment.

a. All requests for supplies and equipment will be submitted by the activities PBO through the GCSS-Army system or hand carried, faxed, or emailed to the ISSA. Requisitions will be checked against the signature card for the activity to ensure only authorized personnel are obligating the activity's funds.

b. Requests for office supplies or any other items available through the Ability One Stores will not be submitted to the ISSA. Office supplies received at the ISSA or remote delivery facility (RDF) will be retrieved by the requesting customer. Transportation from the ISSA will not be provided.

c. Requests for supplies and equipment other than those referenced in 1b above will have a delivery location of the ISSA and will be delivered to the requesting PBO's office on the following business day after receipt at the ISSA.

2. Turn-in of excess/unserviceable equipment.

a. All turn-in requests will be submitted to the ISSA by the activity's PBO to ensure accountability is maintained. All furniture turn-ins will be considered as moves and will be requested through ASFM facility's division.

b. PBOs utilizing GCSS-Army will process turn-in requests through the GCSS-Army system. PBO's will ensure all equipment requiring serial number accountability has the serial number in the system to prevent the turn-in request from being rejected. GCSS-Army PGI process must be performed at a minimum of two days and maximum of four days prior to pick-up, this will allow for document processing to continue within the exchange pricing time frame.

c. PBOs on systems other than GCSS-Army will prepare manual turn-in requests on a DA form 2765-1.

d. PBOs will schedule the pick-up of the items from their respective location thru the LRC-Belvoir ISSA. The PBO or designated representative will escort the ISSA's transportation contractor personnel to the office where the equipment is located. The personnel transporting the equipment will not sign for accountability; transport personnel will only remove items listed on PBO documents, provided the document numbers are listed on the DD form 419 move request for transportation and operations document. The only exception is an item for which accountability is not required may be removed with the accountable equipment (vehicle space permitting), but no document will be signed to remove that item.

e. There must be two copies of each document attached to the lead piece of equipment, along with the appropriate turn-in documentation. Some examples of necessary documents are the DA form 1348-1, hard drive removal 2500, or a DLA-inert certificate to name a few.

f. After pick-up and transport of equipment to the ISSA, the PBOs must go to the ISSA within two business days for verification of paperwork and completeness of the turn-in.

3. Move requests.

a. Move requests for Army personnel will continue to be processed through the ASFM facilities division for approval and submittal to LRC-Belvoir for scheduling and execution.

b. Moves will be scheduled based on priority of need identified by the ASFM facilities division approving official.

Appendix W

Sample of Pentagon and (NCR) Item Movement Form

LRC-Belvoir Property Chain of Custody

Move Date:

Tracking Number:

Approver:

Scheduler:

Origin of Move:	Destination of Move:
Building: <input type="text"/>	Building: 767
Room: <input type="text"/>	Address: LRC-Belvoir
Address: <input type="text"/>	Address: 9925 Tracy Loop
	Fort Belvoir, VA 22060

Item / Quantity:

1. <input type="text"/>	11. <input type="text"/>
2. <input type="text"/>	12. <input type="text"/>
3. <input type="text"/>	13. <input type="text"/>
4. <input type="text"/>	14. <input type="text"/>
5. <input type="text"/>	15. <input type="text"/>
6. <input type="text"/>	16. <input type="text"/>
7. <input type="text"/>	17. <input type="text"/>
8. <input type="text"/>	18. <input type="text"/>
9. <input type="text"/>	19. <input type="text"/>
10. <input type="text"/>	20. <input type="text"/>

GCCS-ARMY Document Numbers:

Property Book Government Section

PHRH, PBO POC: Pickup Date:

POC Email: POC Contact Number:

LRC-Belvoir Government Rep Date:

ADP Representative Section

Received By: Received Date:

Processed By: Processed Date:

Instructions on filling out LRC-Belvoir Property Chain of Custody Form

Move Date: Enter the calendar date the form is prepared.

Tracking Number: Enter move request number found on DD form 419 which is filled in by LRC-Belvoir scheduler.

Approver: LRC-Belvoir employee who received move request which is filled in by LRC-Belvoir employee.

Scheduler: LRC-Belvoir employee who schedules move request.

Origin of move: The requester fills provides building number, room number, and address.

Destination of move: Information is provided; LRC- Belvoir building 767 9925 Tracy Loop Fort Belvoir, Va. 22060

Items / Quantity: List of items being picked up to include quantities or each item. Example, 10 Dell laptops, 10 CPU's, 10 monitors to cite examples.

GCSS-Army document numbers: List all document numbers that relate to all items being picked up noted in item / quantity section which is filled in by requester.

PHRH, PBO, POC: Responsible Government authorizing movement of property which is filled in by requester.

Pick up date: Date the property was picked up which is filled in by requester.

POC email: Requester provides an email address for responsible government representative to use contact for updates, completed paperwork and notification of any issues that may occur.

POC Contact: Provide a commercial phone number for responsible government representative to receive updates and to be able to contact if any issues occur which is filled in by requester.

LRC-Belvoir Government Rep: Signature of receiving LRC-Belvoir Representative acknowledging items have been transported to and received at destination. An email will be sent to requestor indicating items have been received and being processed. This is filled in by LRC-Belvoir receiving representative.

Date: Date of items received at destination which is filled in by LRC-Belvoir receiving representative)

Received by: Signature of LRC-Belvoir employee receiving property in ADPE section which is filled in by LRC-Belvoir representative.

Received date: Date of items received in ADPE section which is filled in by LRC-Belvoir representative.

Processed: Signature of LRC-Belvoir employee that processed property into GCSS-Army which is filled in by LRC-Belvoir representative.

Processed date: Date of items were processed into GCSS-Army.

After property has been received and processed, the LRC-Belvoir employee will provide signed documentation of all GCSS-Army DA forms 1348-1 back to requester for final record of all processed documentation.

Organization Receiving Supplies: Enter the name of the organization. If prepared by a hand receipt holder, enter the HR number or name of the section involved.

Location: Enter the name of the installation where the organization is located.

Name: Enter last name, first name, and middle initial.

Authority Req/Rec: Enter the word "Yes" in this block for each person authorized to request or receive supplies. Otherwise, enter the word "No."

Signature and Initials: Authorized representatives will provide wet signature if digital signature is not used. The preference is digital signature. Undersigned hereby delegates to, withdraws from: Commander, HRH, responsible officer, or accountable officer delegating authority places an "X" in the appropriate block.

Remarks: Enter the SSA or other activity to which the form is being sent.

UIC: Enter UIC.

DoDAAC/Account Number: Enter DoDAAC/Account Number.